

CITY OF BURBANK

BUDGET MANAGER

DEFINITION

Under general administrative determination of policy and direction, to assist in the planning, organizing, and direction of all the operations within the Budget section of the Financial Services Department; to act for the Financial Services Director as requested; and to do related work as required.

ESSENTIAL FUNCTIONS

Plans, organizes, and coordinates preparation of the City's annual operating budget; coordinates the City's budget policy; reviews and coordinates analysis of department budget estimates and develops preliminary and final budgets; confers with department managers concerning budget requests and participates in budget conferences; makes recommendations on the necessity and feasibility of budget requests based on studies and surveys; formulates and administers a long range capital improvement program; researches and makes recommendations on capital acquisitions based on cost justification analysis; supervises the management and execution of the budget document, including expenditure analyses; reports to the State and other governmental agencies as required by law; organizes and participates in the conduct of management studies related to the City's financial management program; supervises, trains, and evaluates employees; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed, up to and including termination; advises the Financial Services Director on budgetary matters; may direct and participate in administrative and fiscal projects and programs as required; drives of City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - principles and practices of governmental budgeting and finance administration; organization and operation of municipal government; general laws and regulations governing budgeting for municipalities; principles and practices of sound personnel management and supervision.
- Ability to - study, develop, and present ideas and recommendations effectively in oral and written form; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to four years of progressively responsible administrative and supervisory experience in the field of public finance or administration and graduation from an accredited college with a degree in finance, accounting, public or business administration or a related field.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.